

Approved For Release 2002/06/28 : CIA-RDP78-04718A002300430096-6

S-A-M-P-L-E

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE	
JOHN DOE		11 May 1930				26 Feb 1957	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
EXCEPTED APPOINTMENT (WAE)				1 May 1957		50 USCA 403 j	
FROM				TO			
				8. POSITION TITLE		Specialist Reserve (WAE) Slot #	
				9. SERVICE, SERIES, GRADE, SALARY		GS-11 \$24.56 per day	
				10. ORGANIZATIONAL DESIGNATIONS		DD/S-Office of Personnel (Employing Office)	
				11. HEADQUARTERS		Washington, D. C.	
				12. FIELD OR DEPT'L		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>				NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>			
15. SEX				16. APPROPRIATION		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	
				FROM: 7-6502-20 TD: Same		NO FICA	
				18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
20. REMARKS:							
ATTACHMENT 3 (SAMPLE)							
ENTRANCE PERFORMANCE RATING:							
21. SIGNATURE OR OTHER AUTHENTICATION							